

**CONFIDENTIAL**

DDP  
924-63

24 JUN 1963

ADM-6

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of ea.*

MEMORANDUM FOR: Acting DD/R

SUBJECT : Agency Briefing Program

25X1A

1. [REDACTED] tells me that the subject program should come up for discussion by the Executive Committee this week.
2. The main points proposed for action by the DD/R are:
  - a. Identifying and categorizing briefing officers. Identifying shouldn't be too difficult, but categorizing them and matching them with the artificial briefing categories may not be too practicable. OSA mentioned this problem particularly.
  - b. Schedule <sup>S</sup>selected senior personnel for an Intelligence Briefing Course. OEL favors this but if the AD/EL is elected the ADD/R would have to weigh the need versus time away from job. ORD thinks the program is a good idea but could not be instituted by them at this time due to the personnel situation. OSA questions how much their technical people will profit from an "elocution" course. Personally, I've seen very few briefers who could not improve to some extent and most of them can benefit from objective criticism and helpful hints that should come out of the course.
  - c. Instituting a check list to help the briefer. It is particularly worthwhile for the briefer to know just exactly what the subject is, clearances of those to be briefed, amount of time available, etc. OSA considers the check list too detailed, but it should be noted that the items are only suggested and "not all applicable to all briefings."

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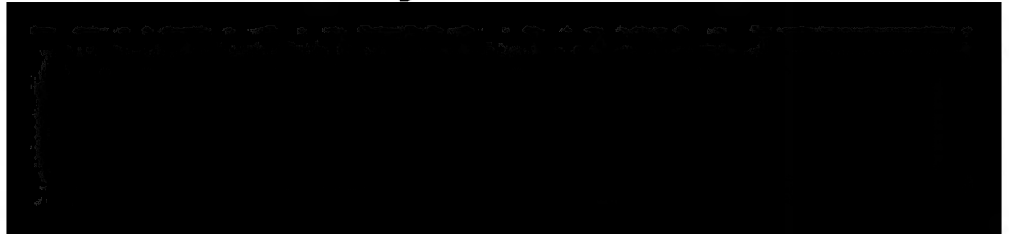
GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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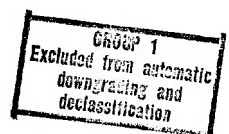
3. OSA would like to see the course reduced in content and compressed in period of elapsed time.

4. In general the DD/R components favor the program but with some differences of degree of enthusiasm.

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<b>TRANSMITTAL SLIP</b>		DATE	6 5/63
TO: AD/OEL - [REDACTED] <i>ll</i>			
ROOM NO.	BUILDING		
REMARKS:			
<p>It was rumored that this subject would come up sometime this week at the 9 o'clock meetings. Attached are some rough notes on the DD/R's position. Please return at the end of the week.</p> <p style="text-align: center;">Joan</p> <p><i>Col. G - Do you need this?</i></p> <p><i>[Signature]</i></p>			
FROM: O/A/DD/R			
ROOM NO.	BUILDING	EXTENSION	

25X1A

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

GPO : 1957-O-439445

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